BUSI 3200
Professional Development III
Fall 2026
Monday: 10:10-11:00am
BLB 010

Professor:	April Kuykendall
Office:	Business Leadership Building; 385B
Phone:	940-565-4710
E-mail:	aprilk@unt.edu *****BEST WAY TO REACH ME**
	**** (include BUSI 3200 in Subject line of e-mail)**

Office Hours: Monday: 8am-10am or by appointment



Required Material

Lydia E. Anderson, Sandra B. Bolt, 2016. *Skills for Workplace Success*
EDITION: 4TH **PUBLISHER:** PEARSON **ISBN:** 9780321959447

Grading

Assignments	7 @ 40	280 points
Attendance/Participation		220

		Total: 500

Letter Grade Equivalent

Points	Grade
450-500	A
400-449	B
350-399	C
300-349	D
299 or below	F

Course Description

The primary purpose of this course is to help students develop the job search skills and techniques that are essential to professional success. Topics covered will include resume writing and business writing, networking, interviewing, and personal assessment. Guest speakers will familiarize students with specific topics.

Course Objectives

1. Develop skills to help you analyze professional and personal strengths that will aid in planning, researching, and developing your career.
2. Understand how to plan and write business correspondence and an effective resume.
3. Understand the importance of networking and develop a preliminary source list of professional networks.
4. Develop effective interviewing techniques through understanding different interviewing styles.
5. Introduce you to campus programs that can assist you in your professional development.

*****The instructor reserves the right to make changes to this syllabus, if needed.**

TENTATIVE CLASS SCHEDULE

The following schedule provides guidelines for the topics to be covered in class. Depending on circumstances, we may deviate from the schedule occasionally. If such changes occur, they will be announced in class.

Week	Date	Topics	Assignment	Assignment Due
Week 1	August 17	Introduction **(15 attendance points)**		
Week 2	August 24	**Career Center** **(29 attendance points)**	*Register with Career Center	
Week 3	August 31	Chapters 1, 3, 7 Skills Assessment Career Development Professional Development at UNT **(15 attendance points)**	(#1) Skill and Career Development	
	September 2	Sept. 2-Business Career Fair 3-6pm Union 314 **(29 attendance points)**	Attendance Required	Attendance Required
Week 4	September 7	**No class – University closed**		
Week 5	September 14	**No class**		
Week 6	September 21	Chapter 14 Resumes Cover Letters Chapter 15 Professional Conversations Interviews **(15 attendance points)**	(#2) Create a Professional Resume, Cover Letter & Thank you note (#3) Self introductions, Topics of discussion, Networking list	(#1) Skill and Career Development
Week 7	September 28	Chapter 4 Professional Dress Informational Interviews Company Research ****Employer Panel**** **(29 attendance points)**	(#4) Informational Interview Report (#5) Company Research	(#2) Create a professional Resume, Cover Letter & Thank you note (#3) Self introductions, Topics of discussion, Networking list
Week 8	October 5	**Informational Interview and Company Research**		
Week 9	October 12	**Informational Interview and Company Research**		
Week 10	October 19	**Speed Introductions Event** **(29 attendance points)**		
Week 11	October 26	Chapter 13 Job Search Salary Negotiation Dining Etiquette **Final Project Assigned** **(15 attendance points)**	(#6) Job Search Worksheet	(#4) Informational Interview Report (#5) Company Research
Week 12	November 2	Chapter 14 Networking/Digital Networking ***Professional Speaker**** **(29 attendance points)**		(#6) Job Search Worksheet
Week 13	November 9	Mock Interviews		
Week 14	November 16	Mock Interviews		Mock Interview
Week 15	November 23	**Thanksgiving Break**		
Week 16	November 30	Chapter 9, 10,11,12 First Year on the Job **(15 attendance points)**		**Final Project Due**
Week 17	December 7	Final Projects		

Note: You are responsible for all announcements made in class or on Canvas. Changes in the syllabus, assignments, etc. are possible and will be made at my discretion.

*****The instructor reserves the right to make changes to this syllabus, if needed.**

Attendance/Participation

Regular attendance and participation is expected. Attendance will be taken each class. Arrive on time so class can start promptly. Students should read the assigned material and complete assignments **PRIOR** to coming to class and be prepared to discuss and ask questions. Missing the following dates will result in substantial loss of attendance points from your final grade **(August 24, Sept. 2, Sept. 28, Oct. 19, and Nov. 2).**

Assignments

Assignments are due on the dates stated in the course schedule and are due **at 10:00am in Canvas**. Late assignments will NOT be accepted.

Final Project

Four weeks before the final project is due, you will be given your assignment for the final project. **This final project should be in a professional format. (Including a cover page)** Be sure that all materials are free of spelling and grammatical errors and is something you would turn in to your boss.

Any behavior on the part of the student that is considered to be disruptive by the instructor will be dealt with according to University guidelines. If the student fails to adhere to such policies even after being made aware of such behavior, then he/she might be asked to leave the classroom and will be subject to further disciplinary action as laid out in the University policies.

Note: You are responsible for all announcements made through Canvas. Changes in the syllabus, assignments, etc. are possible and will be made at my discretion.

No make-ups will be granted for missed or late individual assignments, discussion postings, a group project, quizzes and assessments, or exams.

SUNDOWN RULE:

You have **one (1) week (from the date the grade is released)** to inquire about your grade on an assignment or attendance points. The purpose is to resolve any issue during the term and not wait until the last week of the term. **Check your grades every week!**

Student Evaluation of Teaching Effectiveness (SETE)

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

*****The instructor reserves the right to make changes to this syllabus, if needed.**

OFFICE OF DISABILITY ACCESS:

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course.

You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation via email attachment, during faculty office hours, or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at https://disability.unt.edu. You may also contact ODA by phone at (940) 565-4323.

COVID-19 POLICY AND CLASS ATTENDANCE:

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Academic Integrity Policy

Academic dishonesty includes cheating and plagiarism.

The term "cheating" includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty or staff of the university.

The term "plagiarism," includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the

*****The instructor reserves the right to make changes to this syllabus, if needed.**

unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other materials. (Source: Code of Conduct and Discipline at the University of North Texas)

For more information on academic dishonestly and academic integrity please see the following link: http://vpaa.unt.edu/academic-integrity.htm

If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. In addition, the case will be referred to the Office of the Provost and Vice President for Academic Affairs for appropriate disciplinary action. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

Acceptable Student Behavior:

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

NOTE: Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk. Without a ticket number, I can't follow up on the technical issue.

Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Canvas, etc.).

I will make a determination on how to resolve the technical issue based on their advice, University policy, applicable law, and my experience.

UIT Help Desk: Helpdesk Website (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324

For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Eagle Connect Accounts

All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit Eagle Connect Email System Website (https://eagleconnect.unt.edu/)

*****The instructor reserves the right to make changes to this syllabus, if needed.**

COLLEGE EMERGENCY EVACUATION PROCEDURES:

Severe Weather: In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire: In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts.

Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)
- MathLab (https://math.unt.edu/mathlab)

*****The instructor reserves the right to make changes to this syllabus, if needed.**